

CONFIDENTIAL

ORD 2299-64
21 October 1964

MEMORANDUM FOR: Administrative Officer/ORD

SUBJECT : Life Sciences/ORD Space Requirements

1. Pursuant to our conversation of 20 October 1964, the following information and comments are felt to be germane to LS/ORD space requirements. This information is provided within the context of an 18-month projection of LS/ORD staff requirements.

a. LS/ORD strongly recommends that regardless of where the ultimate ORD space is located that it be outside any special center barriers. Due to the large number of visits by outside personnel including contractors and potential contractors, it would be most impractical to locate our offices behind a barrier which in most cases would be inaccessible from a security standpoint to visitors.

b. From an access standpoint, again with a view toward the large number of visitors, space on the first floor is most desirable.

c. Current on board strength of LS/ORD personnel is ☐. Of this number, ☐ are professionals and ☐ are secretarial personnel. While present space allocated to LS/ORD is adequate from a temporary standpoint, it is inadequate as relative to furnishings and professional officer visitor space. Any long range space planning, of necessity, should take into consideration the grade level of our professional personnel together with the fact that extensive time is devoted to meetings with outside contractors and/or potential contractors.

d. Projected LS/ORD strength over an 18-month period will be ☐ professional and ☐ secretarial personnel. It becomes quickly apparent that existing LS space will not accommodate the addition of these individuals.

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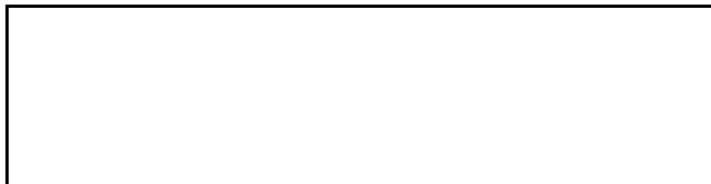
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In fact, existing LS space will not accommodate the addition of one more individual. Any long range planning then must allow for the acquisition of additional space to accommodate new employees.

2. It is my understanding that appropriate portions of the comments listed above will be incorporated into an overall ORD memorandum to the DD/S&T. Accordingly, it is requested that the undersigned be provided a copy of the ORD memorandum which is forwarded to Dr. Wheelon.



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SA/DAD/ORD

Distribution:

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